

Job Announcement

Police Officer - Full Time

Open until Filled – **First review of Applications will occur April 4, 2016**

Performs responsible Police protective service work in the City of Norwalk Iowa; duty involves an element of personal danger. This position involves shift work including nights, weekends and holidays. Salary range \$52,686 – \$65,041. Officers reach the top of the pay range upon completion of 10 years employment. The City of Norwalk offers an excellent benefits package. For further information regarding the position please see the job description.

Qualifications: High school graduation OR equivalent (GED); Graduation from a four year college with a degree in a social or police science is desirable. Iowa Law Enforcement Academy (ILEA) or comparable state certification preferred. Candidates MUST meet all minimum standards for Iowa Law Enforcement Officers <https://ileatraining.org/default.aspx/MenuItemID/239/MenuGroup/Home.htm> . All qualified applicants regardless of race, creed, color or gender are encouraged to apply. Veterans are encouraged to apply.

Preference may be given to applicants that are certified through the Iowa Law Enforcement Academy or any other state with a comparable certification.

How to apply: Applications may be submitted in person, by mail, or by email and must be easily legible in order to be considered for employment. Applications submitted by fax will not be accepted. Applications may be obtained at <http://www.norwalk.iowa.gov/EmploymentandRFP.aspx> or in person at the Norwalk Police Station.

Hiring Process: Applications will be reviewed and consideration will be given for testing and interviews based on certifications, experience and qualifications. Potential candidates must successfully complete a back ground investigation, medical physical through the City of Norwalk's Clinic and pass a drug screen. The Background Investigation and hiring process may include the following:

- Cognitive skills testing
- Psychological testing
- Physical agility
- Polygraph
- Panel interview
- Criminal history
- Credit history
- References

Candidates that have any of the following disqualifiers WILL be removed from consideration:

- Military service convictions under the Uniform Code of Military Justice (UCMJ)
- Outstanding arrest warrants
- Criminal convictions involving felonies, crimes of moral turpitude or illegal narcotics
- Convictions for Operating While Intoxicated (OWI) or suspension/cancellation/revocation of driving privileges within the last 12 years
- Convictions for domestic violence

Issues indicating a flawed character such as, use of illegal narcotics, excessive use of alcohol, instances of immoral or unethical behavior, and issues involving truthfulness, etc. that did not rise to the level of a criminal conviction will be considered on a case by case basis and MAY be considered a disqualifier.

Once hired, the successful candidate must:

- Reside within 30 minutes driving time of the Norwalk Police Station within 12 months of hire
- Successfully complete a field training program
- Successfully complete a 12 month probationary period
- Enter into an agreement with the City for reimbursement of training expenses in the event that the terms of employment are not met

Applications may be obtained from and completed applications may be sent to:

Norwalk Police Department
Employment Application
1100 Chatham Ave
Norwalk IA 50211

Completed Applications may be emailed to: Norwalkpolice@norwalk.iowa.gov

Questions may be directed by telephone to the Norwalk Police Department at 515-981-0666 or by email to:

Assistant Chief Kirk Westvold kwestvold@norwalk.iowa.gov or
Chief Greg Staples gstaples@norwalk.iowa.gov

Job Description

PATROL OFFICER

Date: September 2014

FLSA: Covered

Police

Department/Division: Police Patrol

Reports to: Patrol Sergeant/Chief of

PURPOSE OF POSITION

Under general supervision employees in this position perform a variety of routine patrol and investigative duties in the enforcement of State law, traffic law, and the municipal code.

ESSENTIAL DUTIES OF POSITION

The following duties are normal for this position. These are not to be construed as exclusive or all-inclusive. Other duties may be assigned.

Perform routine patrol and traffic monitoring duties.

Respond to calls for emergency assistance.

Issue citations to violators.

Operates radar equipment.

Assist members of the public and provides information about department policies and procedures.

Participate in criminal investigations, question suspects and witnesses.

Prepare and submit reports concerning daily activities and investigations.

Present educational programs at school and community service functions.

Receive and maintains security of prisoners, take fingerprints, search and photograph prisoners.

Attend law enforcement conferences, seminars and other related meetings.

Maintain confidentiality of information as necessary.

Establish and maintain effective working relationships with Officials, other agencies, fellow employees and the general public.

Maintain regular and punctual attendance and working hours.

MINIMUM TRAINING AND EXPERIENCE REQUIRED TO PERFORM ESSENTIAL FUNCTIONS

Graduation from High School or GED.

MINIMUM PHYSICAL AND MENTAL ABILITIES REQUIRED TO PERFORM ESSENTIAL JOB FUNCTIONS

Physical Requirements

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; reach with hands and arms; and talk or hear. The employee frequently is required to stand and walk. The employee is occasionally required to climb or balance; stoop, kneel, crouch or crawl; and taste or smell. The employee must occasionally lift and/or move up to 100 pounds. Specific vision abilities required by this job also include close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

Cognitive Demands

Requires a working knowledge of municipal law enforcement work presenting new and changing problems; knowledge of the principles of criminal justice procedures; ability to apply current law enforcement related technology, resources and services to maintain law and order and to assist citizens. Knowledge of City Ordinances and municipal government; inter-personal relations and the ability to use the English language effectively. Ability to exercise independent judgment in making decisions in accordance with established administrative direction, policies and regulations. May receive assignments or work under conditions that exert unusual pressure.

Language Ability and Interpersonal Communication

Requires effective communication skills and the ability to provide assistance to employees, and the general public. Requires the ability to speak clearly, distinctly and effectively before public groups; read in English and compare similarities and differences between words and series of numbers; apply common sense understanding to the work process, procedures, programs and services; and to provide and follow verbal and written instructions.

Work Environment

Work is normally performed in a variety of inside and outside locations involving various weather conditions. While performing the duties of this job, the employee may be exposed to toxic or caustic chemicals. The employee is occasionally exposed to wet and/or humid conditions; moving mechanical parts; high, precarious places; fumes or airborne particles; explosives; and risk of radiation. The noise level in the work environment is usually moderate but subject to occasional loud noises.

Special Requirements

Iowa Law Enforcement Certification

Must maintain a valid Motor Vehicle Operator's License issued by the State of Iowa.